

BSEP Enrollment Guide

BSEP is an on-duty education program designed as a refresher course in Math, Reading and Vocabulary. Many Soldiers take it to raise their GT Score when retesting on the Armed Forces Classification Test (AFCT).

Enrollment & Class Information

1. **Schedule and take** a Test of Adult Education (TABE). Schedule test at the Multi-Use Learning Facility, Room 141 or call (315) 772-9993. TABE must be taken prior to registering for the class.

2. **Return Enrollment Memo (see sample below) and a copy of ERB to the Education Center to enroll in a BSEP class. Memorandums will be accepted until course is full or the start of the class, whichever comes first.**

NOTICE: Armed Forces Classification Test (AFCT) will not be scheduled until the soldier has completed Pre-GT and is counseled by instructor or counselor. AFCT testing is voluntary. Due to a change in data collection rules, registrations by a unit representative will no longer be allowed. SM must register in person.

Class Schedule

<u>CLASS NUMBER</u>	<u>DATES</u>	<u>TIME</u>	<u>REGISTRATION OPENS at 0830</u>	<u>NOTES</u>
FY17-1A	3 Oct – 1 Nov	0900 – 1200	12 Sep 16	No classes on
FY17-1B	3 Oct – 1 Nov	1300 – 1600	12 Sep 16	7 and 10 Oct
FY17-2A	2 Nov – 6 Dec	0900 – 1200	4 Oct 16	No classes on 11-14 Nov
FY17-2B	2 Nov – 6 Dec	1300 – 1600	4 Oct 16	and 23 – 25 Nov
FY17-3A	3 Jan – 1 Feb	0900 – 1200	5 Dec 16	No classes on
FY17-3B	3 Jan – 1 Feb	1300 – 1600	5 Dec 16	13 and 16 Jan

Sample Commander's Memo

AFZS-(Your Office Symbol)

DATE

MEMORANDUM FOR EDUCATION CENTER

SUBJECT: BSEP Enrollment

1. Request **Rank Last Name, First Name** be admitted into BSEP Class Number (**see above for class number**) which runs (**include dates for class**).

2. Soldier will be released from all other duties and training that may conflict with the BSEP Class. (Class runs from **0900-1200 or 1300-1600 Monday – Friday**). Soldier will be dismissed from class if he/she misses six hours of instruction. Duty uniform will be worn.

3. Soldier's 1SG is (**Provide Name**) and can be reached directly at (**provide phone and email address**).

4. POC is (**provide name**) at 315-772-XXXX.

Unit Commander's Name
CPT, QM
Commanding